

Assistant Associate, Closing the Gap and Voice (Identified)

- **Are you passionate about working with Aboriginal and Torres Strait Islander people and businesses?**
- **Are you looking to make big changes and help drive growth in Aboriginal economic and business prosperity?**
- **Aboriginal and Torres Strait Islanders people are strongly encouraged to apply!**

Salary: Clerk Grade 5/6. Package includes base salary (\$89,707 to \$98,982) plus employer's contribution to superannuation and annual leave loading.

About the role: We are looking for an **Assistant Associate** to join the Aboriginal Economic Advancement team in the Closing the Gap and Voice Branch, Department of Premier and Cabinet (DPC)!

As the Assistant Associate, you will be part of a team working towards delivering the NSW Roadmap for Aboriginal Business Growth, as well as supporting policy and program initiatives under [Closing the Gap Priority Reform 5 objectives](#)

You will be responsible for providing a range of project management and support services, including preparing reports and briefs, coordinating resources, and implementing and monitoring project plans. You'll be heavily involved in liaising with key stakeholders and coordinating working groups and consultations to facilitate the exchange of information.

You'll also conduct research and analysis to contribute to the development of policy, as well as help oversee the implementation and progress of several key projects under the roadmap.

You. Our ideal candidate:

- Strong communications skills with the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.
- Excellent organisational skills, with the ability to prepare and coordinate agenda items, meeting papers, and scheduling of meetings to support important appointments.
- Strong team player, with the ability to build and maintain collaborative working relationships.
- Proficiency in electronic document management systems, databases, spreadsheets, and electronic communication applications, including MS Office software.
- Flexibility to adapt to changing and unpredictable deadlines and work plans.
- Demonstrated experience in project management and support services, including report and brief preparation, resource coordination, and project plan implementation and monitoring.
- Research and analysis skills to contribute to policy development and decision making.

We know the value of diverse experiences. Even if you're not sure if you meet all the requirements, we'd love to hear from you.

Your career, your way.

We are proud of our flexible working culture, and we've been a leader of embedding flexible working practices for many years. Everyone has different needs, and our versatile work culture allows you to craft a work routine to suit you, the business, and the people we serve.

You get access to:

- flexible working arrangements
- inclusive parental leave for all new parents and return to work coaching
- flex leave
- great learning and development opportunities and professional networks
- employee support services
- fitness and well-being programs
- staff-led networks including the Aboriginal Staff Advisory Committee, DPC Diversity and Inclusion Network (DAIN), and the Young Professionals Network.

Our commitment

The NSW Department of Premier and Cabinet acknowledges the Traditional Custodians of the lands where we work and live. We pay respect to Ancestors and Elders past and present. We recognise and learn from the strengths of First Nations peoples of New South Wales and their continuing connection to, and unique cultural and spiritual relationship with, Country.

We welcome and encourage applications from diverse backgrounds, including Aboriginal and Torres Strait Islander people, LGBTQIA+, people with disability, people with caring responsibilities, people from culturally and linguistically diverse backgrounds, veterans and those living in rural, regional, and remote locations.

[This is an Identified role under the Section 14d of the Anti-Discrimination Act 1977 and as such Aboriginality is an essential requirement of the role.](#)

Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW *Anti-discrimination Act (1977)* for Aboriginal people who meet the following criteria:

- is of Aboriginal and/or Torres Strait Islander descent, and
- identifies as an Aboriginal and/or Torres Strait Islander person, and
- is accepted as such by the Aboriginal and/or Torres Strait Islander community.

Applications Close: Sunday, 11 June 2023 (11:59 pm)

To start your journey in becoming our new Assistant Associate and to discuss this opportunity please contact the hiring manager, Lauren Judge, 0427 203 355, Lauren.Judge@aboriginalaffairs.nsw.gov.au

To apply visit the iworkfor.nsw.gov.au quoting reference number **00009LWQ**